

## **POSITION DESCRIPTION**

**POSITION:** Staff Dentist

**LOCATION:** Stockbridge-Munsee Health Center

**SALARY:** Negotiable

Full Time

**POSTING DATE:** 1-2-15

**CLOSING DATE:** Until Filled

### **GENERAL RESPONSIBILITIES:**

The Staff Dentist is a professional in the dental field in connection with the diagnostic treatment of commonly encountered dental diseases or dental health problems requiring standard corrective, restorative, or preventative measures. This position is to primarily provide direct dental care at the Stockbridge-Munsee Health Center. The Staff Dentist reports to the Chief Dental Officer.

### **DUTIES:**

1. Provides clinical diagnosis, evaluation, studies and treatment services of professionally acceptable quantity and quality in accordance with sound public health practices and the dental clinic's policies and procedures.
2. Provide professional informative and educational services to patients, other citizens of the community(s) who reside within the scope of work area assigned, and to other health services workers as appropriate.
3. Participate in staffing and inservice presentations as directed by dental director and serve on clinical/administrative committees as required.
4. Pursue professional growth and development experience, skills and knowledge.
5. Supervises the charting, record keeping, scheduling of patients and maintenance of patient charts and histories of patients under his/her immediate care.
6. Provides data, reports and other information as required for dental program accountability, evaluates resources and staff performance within the scope of position accountability and acts in accordance with performance standards.
7. Maintains accurate and thorough chart records utilizing the Electronic Health Record and the Dentrix Electronic Dental Record programs.
8. Supervises and trains, when necessary, dental auxiliaries assigned to him/her.
9. Consults with and/or refers to cases to other dentists with experience in specialized areas of dentistry and coordinates the use of contract care services for qualifying cases.
10. Must maintain an acceptable departmental record.
11. Must be reliable and prompt when reporting to work.
12. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
13. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
14. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

### **QUALIFICATIONS:**

1. Degree in dentistry from an accredited program.
2. Licensed to practice as a dentist in the State of Wisconsin, or commissioned Officer USPHS.
3. Passing grades on all components of the National Board Examinations.
4. DEA qualified.
5. Must submit and pass a background security check to meet the Elder/Youth License Requirement as it pertains to the position and the location of the department prior to and during the course of employment with the Stockbridge-Munsee Community.
6. Must be willing to attend all applicable training.

7. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
8. Must be eligible for coverage under the employer's liability insurance.
9. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
10. Must be able to meet physical requirements of position.
11. Must abide by departmental and organizational safety, testing, and uniform guidelines.

**PREFERRED QUALIFICATIONS:**

1. Experience with electronic dental record software programs
2. Graduate of a General Dentistry Residency Program OR experience with IHS or public health sector OR 5+ years of clinical experience

**SUBMIT APPLICATION TO:**

Human Resources  
Stockbridge-Munsee Community  
N8705 Moh He Con Nuck Road  
Bowler, WI 54416

**WE ARE A DRUG FREE EMPLOYER**  
**CANDIDATES MUST PASS DRUG SCREEN**  
**AND REMAIN DRUG FREE**

**The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian preference is given in accordance with the tribal Employment Preference Ordinance.**

**Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.**

**Tribal Council Approved 4/27/00**